

Welcome to  
*Richmond Education Centre/Academy*  
2016-2017

Grade 5 to 8 Student Handbook

The following information is contained in this package.

- Policies on Student Life at Richmond Education Centre/Academy
- School Communication Plan
- Letter regarding Head Lice
- Letter regarding Student Allergies
- School Calendar
- Day A to D Schedule
- *Anti-Spam Legislation* Consent form (**please sign and return to the school**)
- *Consent for Publication* Form (**please sign and return to the school**)

**Please sign this front page and return it to the school, indicating that you have received and reviewed the information in this package.**

Parents/Guardians should note that teachers will be providing their students with class *Communication Plans* that lay out how they will assess student achievement, as well as their use of PowerSchool and the Parent Portal, StraitUp, and (if appropriate) plagiarism.

If you have any questions or concerns, please do not hesitate to contact the school at (902) 345-4949 to speak to the principal, Lois Landry, or vice principal, Jason MacLean.

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Richmond Education Centre/Academy School Policies: Grades 5 to 8

### Student Fees:

Student fees are \$10.00 for students in grades 5 to 8. These are due by Friday, September 9th. Student fees cover the expenses of the agenda books distributed to students in grades 5 and 6, as well as costs for guests who come in to the school to make presentations, extracurricular trips, etc. which we consider to be important to our students' development. If a family has two or more members at Richmond Education Centre/Academy (from grades 5 to 12), the family rate is \$30.00 which covers all family members. See our website ([reca.srsb.ca](http://reca.srsb.ca)) for a full list of how student fees are used.

### Extra-curricular Fees:

Students who participate in extracurricular sports will be charged a fee depending on the cost that sport incurs over the course of the season. Students playing sports that include a jersey or uniform will be required to pay a \$10 deposit on that uniform, which is refunded when the uniform is returned.

### Lockers:

Grade 7 & 8 students at RECA will be given a combination lock and locker at the beginning of the school year. Lockers are to be used for the storage of books and other personal items such as clothing, etc. Lockers should be cleaned out by students on a regular basis to prevent issues with foul odors. ***Students are not permitted to replace the school issued lock with their own lock.*** Locks which are lost by students will be replaced at the student's expense.

Please note: Lockers remain the property of Richmond Education Centre/Academy and are subject to search at any time by school administration.

### Attendance and Absences:

From time to time it is necessary for students to be absent from school for appointments, illness and family emergencies. Shopping trips, vacations, etc. will not be considered excused absences. Parents are asked to phone or e-mail the school when students will be absent, so that we can record their valid absence as excused. This is especially important on days when students have tests, assignments due, etc. The school phone number is (902) 345-4949 to report an absence. When absences do occur, they will be treated as either excused or unexcused, with administration having the authority to make the determination.

Attendance is a critical component of education. Richmond Education Centre/Academy takes a proactive approach to absences that supports student learning and well-being while balancing

the need to hold students accountable for attendance just as they would be in the workforce. As such, the following approach will be taken with regard to students with regular attendance issues:

- Students will not be permitted to attend any extracurricular events on days they have been absent for any part that school day. The only exception will be students who produce a note regarding an appointment they attended that day (e.g., students who are at the dentist on a night where there is a hockey game or dance should bring a note from the dentist's office indicating they were at an appointment).
- Students who miss 10 or more classes in any of their courses (whether excused or unexcused) will not be attended to participate in any extracurricular events until they have attended school for five consecutive days without absences.
  - These include, but are not limited to: committee meetings, practices or games for school sport, attendance at any evening events including hockey games or dances.
  - Once students have met the five days with full attendance rule, they will only be able to miss five more classes before they will be prohibited from participating in any extracurricular events for the remainder of the semester.

Note: The school appreciates that students often struggle with issues beyond their control during their school career. This policy is intended to support student learning by ensuring they devote themselves to getting caught up when they have missed class time.

## **Lost and Found:**

Found articles should be turned in at the office. Books, clothing, etc. will be deposited in the "Lost and Found" box for a reasonable period of time for students to claim. Any items not claimed at the end of each semester will be donated to charity.

## **Permission Slips:**

When a student must leave the school during the school day he/she MUST have written permission from home. Parents must report to the office to sign out and pick up students. Students are not permitted to leave the school without permission and must be signed out when leaving and signed in if they return.

## **Bus Notes:**

Students will be permitted on busses other than their own, so long as there is room (determined by the driver and the Transportation Department of the SRSB). Bus note, however, will ONLY be given out if the child brings in WRITTEN permission from home when they arrive at school that morning. Verbal consent over the phone will not be accepted, as per SRSB directives. NEW: Bus notes can no longer be given out without the CIVIC ADDRESS of the location the students is going.

Please note: Board policy states that bus notes are only granted when parents or guardians are not going to be at home. Busses are not to be used as a taxi to take students to a friend's house for birthday parties, sleepovers, do school projects etc.

## **School Visitation by Parents:**

Parents, relatives, etc. who come to the school to visit a student or students must report directly to the office. Students will be paged to the office to meet with the visitor.

## **Volunteers in the School:**

Parents/guardians, relatives and community members are encouraged to volunteer in the school in an effort to improve the daily lives and learning for our students. Individuals wishing to become a volunteer must go through the Criminal Records' Check and Child Abuse Registry search. Information regarding these forms can be obtained at the school office or at [reca.srsb.ca](http://reca.srsb.ca) or [srsb.ca](http://srsb.ca). Your support is greatly appreciated.

## **Electronics Policy:**

Electronics are a necessary part of life and can serve many purposes. This policy is intended to balance three competing issues: harnessing what electronics have to offer, offering students something to entertain them during (e.g., long bus rides), and ensuring they do not get distracted from important school functions while they are in school.

To that end, the following policies are in place at Richmond Education Centre/Academy:

- Electronics can be brought to school to help make long bus go by faster.
- Once students enter the building in the morning, students in grades 5-6 (who do not have lockers) should give their electronics to their teachers for safe keeping to be returned at the end of the day. Students in grades 7-8 should lock electronics in their lockers. While they may keep their electronics in their bags, students are reminded that the school is not responsible for lost or stolen electronics
- A note about free time: Students in middle school are still learning how to interact with peers and socialize in less structured time. For this reason, electronics, which often prohibit good face to face interactions with peers, are not permitted during recess and lunch or at school dances

Consequences for issues related to electronics in school are as follows:

- First offense: taken from student , phone call, (two days or picked up by parent)

- Second offense: Same, but MUST be picked up by parent (not returned to student, unless impossible for parent to pick up)
- Third offense: Suspension or alternate consequence

## **School Code of Conduct:**

The Nova Scotia Department of Education and Early Childhood Development has recently revised its School Code of Conduct, by which all schools and Boards are bound. A copy of this document is available on our school's website ([reca.srsb.ca](http://reca.srsb.ca)) under both the PARENT and POLICY tabs. Please call the school for a paper copy if you are unable to access the online version.

## **Allergy Alert:**

Please be advised that students should not bring nut products into the building due to student allergies. Scented products are also prohibited. (See Attached Letter)

## **Phone Calls Home During the Day:**

There will always be times when students will need to call home from school (e.g., illness, etc.). However, there has been growing concern about the number of calls students request to make during a very busy school day. In most instances, these calls are to request things that should have been arranged before students came to school in the morning. Examples include requesting parents come in to sign permission forms that were sent home days before, requests to go to another student's house without prior arrangements the night before, etc.

In an effort to help teach students to be accountable and responsible, phone calls will not be permitted during the school day if it is determined that arrangements should have been made (or forms filled out and signed) at home before school or the night before. While it is true that students may miss out on a fun activity because of this policy (e.g., a field trip), we want to teach students the importance of being responsible as early as possible.

## **Homework Policy:**

A new Homework Policy has been developed by the Department of Education and Early Childhood Development, and all teachers, schools and Boards will adhere to this policy. A copy of this document is available on our school's website ([reca.srsb.ca](http://reca.srsb.ca)) under both the POLICY tabs. Please call the school for a paper copy if you are unable to access the online version.